### Overview

#### Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📞</td>
<td>Phone</td>
</tr>
<tr>
<td>📞📞</td>
<td>Phone On-hook/Off-hook</td>
</tr>
<tr>
<td>🎤</td>
<td>Mute microphone</td>
</tr>
<tr>
<td>🔊</td>
<td>Volume control</td>
</tr>
</tbody>
</table>

Table 1: Icons on the phone buttons

<table>
<thead>
<tr>
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</tbody>
</table>

Table 2: Icons on the touch screen

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✖️</td>
<td>Drop participant</td>
</tr>
<tr>
<td>🕒</td>
<td>Hold</td>
</tr>
<tr>
<td>🔊</td>
<td>Mute participant</td>
</tr>
<tr>
<td>🔊</td>
<td>Unmute</td>
</tr>
</tbody>
</table>

#### LED status indicators

<table>
<thead>
<tr>
<th>LED color</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steady red</td>
<td>Microphones are on mute.</td>
</tr>
<tr>
<td>Flasing red</td>
<td>A call is on hold.</td>
</tr>
<tr>
<td>Steady blue</td>
<td>A call is in progress.</td>
</tr>
<tr>
<td>Flasing blue</td>
<td>An incoming call is ringing.</td>
</tr>
</tbody>
</table>

#### Settings Menu

<table>
<thead>
<tr>
<th>Main menu option</th>
<th>Icon</th>
<th>Sub option</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call settings</td>
<td>📞</td>
<td>Pair Contacts to Calls</td>
<td>To pair incoming calls and contacts.</td>
</tr>
<tr>
<td>Edit Dialing</td>
<td>☎️</td>
<td></td>
<td>To edit the last dialed number.</td>
</tr>
</tbody>
</table>

Table continues…
Handling calls

Logging into the conference phone
1. On the phone screen, enter the extension number and the password in the corresponding fields.
2. Tap Log In.

Making a call
1. To make a call, perform one of the following actions:
   • If the phone displays a dial pad, start dialing the number.
   • If the phone does not display a dial pad, tap the dial pad icon and dial the number when the screen displays the dial pad.
   * Press the Phone On-hook/Off-hook button and start dialing the number.

2. To edit a dialed number, tap the backspace icon.
   To enable the edit dialing feature, go to Settings > Call Settings > Edit dialing.

Calling a number from the contacts list
1. On the touch screen, tap Contacts.
   The phone displays the Contacts screen with the contacts.
2. Scroll to the contact that you want to dial.
3. Tap the contact that you want to dial.

Answering a call while on another call
You can answer another incoming call when you are on a call without dropping the first call.
For example, you are on a call with A. You get an incoming call from B. The status indicator LED starts flashing blue.
The screen displays the calling party number and the following options:
   • Answer Hold
   • Answer Drop
   • Ignore
1. To answer the call from B and put A on hold, tap Answer Hold.
2. To answer the call from B and drop the call from A, tap Answer Drop.
3. To ignore the call from B and continue the call with A, tap Ignore.
   The conference phone stops ringing. However, the status indicator LED keeps flashing blue as long as B keeps calling.

Using the Features button
1. Tap Features.
   The Phone Features screen displays a list of the features that the administrator has configured for your phone.
2. Tap the feature that you want to activate.
   * Note:
   The screen can display only four feature buttons. If there are more than four features configured for your phone, scroll down the list to access these features.

Conference Calls
Setting up a conference call
1. To make a conference call, perform any one of the following three actions:
   • Touch a call appearance on the phone screen.
   * Press the Phone Off-hook/On-hook button.
   • Tap the dial pad icon.

2. To edit a dialed number, tap the backspace icon.
   To enable the edit dialing feature, go to Settings > Call Settings > Edit dialing.

Adding more participants to a conference call
1. On the conference screen on the phone, tap Add.
   The phone screen displays the dial pad.
2. Dial the number of the party that you want to include in the conference call.
3. Tap Join to include the called party in the call. The phone includes the called party in the conference call when the party answers the call.

**Putting a conference call on hold**

1. On the conference screen, tap the Hold icon. The phone minimizes the call conference window and puts the conference call on hold. The Mute button and status indicator LED flashes red.

2. To rejoin the conference call, tap the Hold icon. The call conference window maximizes and displays the options that are available for a conference call. The Mute button and status indicator LEDs turn blue.

**Muting a participant on a conference call**

You can mute any participant on a conference call. This action does not mute the other participants.

*Note:*

You can mute a participant only if your administrator has enabled the feature for your extension.

1. On the conference screen, tap Details. The phone displays the conference details screen with the list of the participants.

2. To mute a participant, tap the Mute icon.

3. To unmute the participant, tap the Unmute icon.

**Dropping a participant on a call**

Use this feature to drop a participant on a conference call. You must have an active conference call with at least three participants on the conference call.

*Note:*

You can drop a participant only if the administrator has enabled this feature for your phone. The feature only works if the participant is over a non-IP phone.

1. On the conference screen, tap Details. The phone screen displays the names of all the participants on the call.

2. Tap the Drop participant icon next to the participant entry. The phone screen displays the confirmation prompt.

3. Tap Yes. The phone drops the participant from the call.

**Transferring a conference call to another extension**

1. On the conference screen, tap Transfer. The screen displays the dial pad.

2. Dial the number to which you want to transfer the conference call.

3. Tap Complete. The phone transfers the conference call to the new number.